



# Executive Committee

*Approved*

Thursday, January 5, 2006

4:00 p.m.

Maricopa County Department of Public Health

4041 North Central Avenue, Phoenix

15<sup>th</sup> Floor, Joshua Room

*The Committee may vote to go into Executive Session for the purpose of discussion or consultation for legal advice with the County attorney or attorneys on any matter listed on the agenda pursuant to A.R.S. §38-431.03.A3*

*Members and guests of the Planning Council may attend this meeting either in person or via telephone conference call.*

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## MEETING MINUTES

**Attended:** Eric Moore, Keith Thompson, Larry Stähli, Maclovía Zepeda, Marc Allan, Mark Kezios, Randall Furrow

**Alternates:** Terri Leija for Mary Rose Wilcox

**Excused:** Fran Garrett, Michelle Barker

**Absent:**

**Guests:** Emily Gantz McKay (via teleconference), Michael Bryson, John Sapero, Kevin McNeal

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### Welcome, introductions and declarations of any conflicts-of-interest

Mark Kezios called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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### Determination of quorum

Mark Kezios determined that quorum was established with eight of ten members.

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### Review and approval of the minutes for the December 1, 2005, meeting

**MOTION:** Larry Stähli moved to accept the minutes. Randall Furrow seconded.

**DISCUSSION:** Maclovía Zepeda reported her absence was excused.

**OUTCOME:** The motion passed as amended.

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Mark Kezios  
Planning Council Chair

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## MEETING AGENDA *continued*

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### **Administrative Agent Update**

Kevin McNeal presented the 2005 third quarter's utilization report that was presented to the Allocations Committee at their meeting.

Eric Moore inquired about the development of a policy for vendor interaction of Title I providers with Medicare Part D. Kevin McNeal said the current plan is to mirror ADAP's program to ensure no one falls out of care unnecessarily. Marc Allan asked whether clients with a Medicare Advantage plan could still qualify for Title I even though the prescription drug plan is just Medicare Part D amended onto your Medicare Advantage plan. Eric Moore said that Medicare Part D has to work the same, independent or not. Marc Allan requested that the eligibility be written out by the AA's office for the case managers and the pharmacy staff, since there seems to be confusion still.

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### **Council Chair Update**

Mark Kezios requested the timelines of committee tasks from each chair. Planning Council Support (PCS) said all committees are developing them in conjunction with the HRSA consultants Emily Gantz McKay and Harold Phillips and they expect to have them completed this month.

Mark Kezios reminded the committee that he, as Chair, may make the only public comment coming from the Council. All members are prohibited by the Bylaws and the Memorandum of Understanding from speaking to the press or any public body if they present themselves as representatives of the Council.

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### **Review of the proposed additional revisions to the 2006-2008 Comprehensive Plan**

Planning Council Support (PCS) said that changes suggested by the HRSA consultants are being incorporated into the plan by consultants from John Snow, Inc. The revisions do not affect the goals and tasks that the Community Planning & Assessment Committee developed and the Council approved. Changes include additional information about the history of the EMA. The deadline has been extended to March 1 so that the HRSA consultants can review the document before it is presented to the Executive Committee, then the Planning Council.

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### **Development of the 2006 Planning Council retreat**

PCS announced the Flinn Foundation is available from 8:30 a.m.-4:30 p.m. as the location for the retreat. It is scheduled for Friday, March 10. Food will be catered by Nibblers. The training will focus on data analysis, team building, task review and planning in work groups, and an extension of the Roles & Responsibilities training with HRSA consultants Emily Gantz McKay and Harold Phillips facilitating.

## MEETING AGENDA *continued*

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### **Reapplication of members**

PCS asked for clarification of the process for the reapplication of current Planning Council Members. The committee discussed how current members should go through an interview with members of the Executive Committee or Membership Committee to determine their interests in remaining a member. It enables a dialogue that may help member retention and involvement.

Keith Thompson inquired as to the status of the Bylaws with the Board of Supervisors (BOS). He said current term limits would be an issue for many members if the Bylaws do not pass by the end of February. PCS said he would confirm that the item is followed-up.

PCS reported that four members are not on sub-committees.

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### **Memorandum of Clarification: Absences**

The committee discussed the recommendations of the Rules Committee on a members' attendance policy for meetings (available from PCS). The recommendations address concerns about wasted meeting time due to late arrivals and early departures of meeting members by limiting their participation in missed topics and tracking partial attendance. Exceptions may be requested of the committee's chair, and if denied, appealed to the committee. Posted meeting times would have the end time noted when possible, and sign in sheets would have times noted.

Maclovía Zepeda expressed concern that the policy was too strict. Eric Moore and Emily Gantz McKay discussed how the policy was developed at the request of several members who were frustrated with the interruption of members who were not participating fully.

PCS said the BOS has appointed members based upon their agreement to attend the scheduled meetings.

Eric Moore amended the draft to include an exemption for members of the Executive Committee, since its composition is mandated by the Bylaws.

Keith Thompson asked for clarification about partial attendance counting as an excused absence or unexcused. Eric Moore said it had not been considered in the memorandum, but the committee chairs could decide that issue on a case-by-case basis.

**MOTION:** Larry Stähli moved to recommend the amended policy to the Planning Council for approval. Eric Moore seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

## MEETING AGENDA *continued*

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### Review and revise the Executive Committee's Policies and Procedures

Eric Moore presented a rough draft of revisions to the current Policies and Procedures for the Executive Committee. He cited the article and section numbers of areas yet to be developed and requested revisions from the committee that they could edit independently.

**MOTION:** Larry Stähli moved to table the review so independent review could occur for the next Executive Meeting. Terri Leija seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### Sub-committee reports

**Standards:** None.

**Community Planning & Assessment:** Larry Stähli reported RFOs have been put out for upcoming needs assessments. The committee and a consultant will meet in Pinal County to develop a survey tool for a needs assessment.

**Education & Empowerment:** None.

**Rules:** Eric Moore reported that committee developed the Memorandum of Clarification for Absences, addressed a conflict of interest question from a member, and revised the conflict of interest form and their Policies and Procedures. (available from PCS)

**MOTION:** Eric Moore moved to recommend the Rules Committee's Policies and Procedures to the Planning Council. Larry Stähli seconded.

**DISCUSSION:** Marc Allan asked if the conflict of interest form is included in the committee's policies and procedures. Eric Moore said it is because it is one of the committee's responsibilities. Marc Allan said the categories where conflicts exist are not identified in the form. Eric Moore said the Rules Committee will identify that information based upon just the name of the organization.

Maclovía Zepeda inquired about whether there is any penalty specified for lying about conflicts of interest. Mark Kezios and Eric Moore clarified that the Bylaws outline the policy including penalties and reviewed the procedures.

**OUTCOME:** The motion passed.

Dr. Jackie Meeks has joined the Rules Committee.

**Membership:** Randall Furrow reported the committee is continuing to revise their policies and Procedures including the development of the open nominations process.

## MEETING AGENDA *continued*

**Allocations:** Larry Stähli reported the committee is continuing to revise their policies and procedures with the assistance of HRSA consultant Harold Phillips. They also reviewed utilization reports from the AA's office. Terri Leija asked how developing needs mentioned in the utilization reports were being addressed. Larry Stähli responded that the committee is addressing these issues in the February meeting and plans to include emerging information in the data presentations. Mark Kezios added that developing needs could not be funded in the short time remaining in the grant year.

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### Determination of the Planning Council meeting agenda

In addition to standing business, the committee determined the following agenda for the upcoming Planning Council meeting.

- **Medicare Part D presentation**  
A status report will be presented on Medicare Part D.
- **Approval of the Rules Committee Policies and Procedures**  
The Rules Committee will present their committee's policies and procedures for approval. A vote may be taken to approve the document.
- **Conflicts of Interest Declarations**  
After a Rules Committee presentation about what constitutes conflicts of interest, each Planning Council will be asked to sign a newly revised form declaring any conflicts she or he may have.
- **Memorandum of Clarification: Absences**  
The Rules Committee will present a document formalizing a definition of what constitutes an absence. The recommendations address concerns about wasted meeting time due to late arrivals and early departures of meeting members by limiting their participation in missed topics and tracking partial attendance. A vote may be taken to approve the recommendations.
- **Standards of Care: Pharmaceuticals Titles I & II, and Primary Medical Care**  
The Standards Committee will present the Standards of Care developed for 3 service categories. Each has been revised to include measures developed with the assistance of Quality Management. Votes may be taken to approve the documents.

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### Current events summary

Randall Furrow congratulated Larry Stähli on his birthday and thanked him for being inspirational.

Larry Stähli announced a schedule of an upcoming Community Planning Group meeting.

Eric Moore reported there are no additional Medicare Part D classes.

## MEETING AGENDA *continued*

John Saperro announced the Leadership Academy is scheduled for January 20 starting with 'Principles and Qualities of Genuine Leadership' and 'Building Team Pride and Purpose.' The February session would cover 'Conflict Resolution' and 'Meeting Management Skills.' On-going monthly sessions would follow with their schedule to be determined.

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### Call to the public

None.

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### Adjourn

The meeting adjourned at 5:40 p.m.

**The next meeting of this committee is scheduled for:** Thursday, February 2, 2006.  
This committee generally meets on the first Thursday of each month.

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Funding is provided by the United States Department of Health and Human Services, the Ryan White CARE Act Amendments of 2000 and the Maricopa County Department of Public Health.